



## BUSINESS REGISTRATION DIVISION

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South Africa

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### PRICE LIST

<b>Compliance Service Rates</b>	
Company name reservation (COR9.1 form)	R110.00
Company name reservation extension (COR9.2 form)	R70.00
Resubmit name if name has expired or rejected by The Commission	R110.00
Online New Private Company Registration - Pty Ltd	R399.00
Manual New Private Company Registration - Pty Ltd	R429.00
Online New Personal Liability Company registration - Inc	R799.00
Manual New Personal Liability Company registration - Inc	R829.00
Online New Non-Profit Company Registration	R800.00
Manual New Non-Profit Company Registration	R829.00
Non-Profit Organisation - With Department of Social Development	R700.00
Online Co-Operative Registration	R600.00
Manual Co-Operative Registration	R629.00
Memorandum of incorporation amendments	R450.00
Application to convert a close corporation to a private company	R750.00
Special resolutions for companies (per resolution)	R430.00
Share certificate	R395.00
Reinstatement of deregistered company (not through non-compliance)	R800.00
Appointment/registration of director	R210.00
Change of Company Name	R450.00
Deregistration of Company or CC	R400.00
Change of address of registered office	R200.00
Change the Year End - PTY	R400.00
Change Name - PTY	R450.00
Consolidation of MOI	R750.00

CIPC annual return - Company - Less than R1 Million turnover	R200.00
CIPC annual return - Company - Less than R1 Million turnover (late submission)	R370.00
CIPC annual return - Company - At least R1 Million but less than R10 Million Turnover	R450.00
CIPC annual return - Company - At least R1 Million but less than R10 Million Turnover (late submission)	R500.00
CIPC annual return - Company - At least R10 Million but less than R25 Million Turnover	R2000.00
CIPC annual return - Company - At least R10 Million but less than R25 Million Turnover (late submission)	R2500.00
CIPC annual return - Company - R25 Million or more turnover	R3300.00
CIPC annual return - Company - R25 Million or more turnover (late submission)	R5200.00
CIPC annual return - Close Corporation	R300.00
CIPC annual return - Close Corporation (late submission)	R370.00
CIPC Searches	R200.00
Credit Searches (Individual)	R200.00
Credit Searches (Company)	R750.00
Written confirmations and formal letters on behalf of clients to third Parties	R750.00
Annual company secretarial fee (maintenance and safekeeping of company registers and minutes / statutory updates)	R1750.00
Close Corporation CK amendments	R275.00
Trade Mark Registration	Quote Request
Trust Registrations	R1,300.00
<b>CC related Registrations</b>	
Basic CC amendments (Change in composition of members, accounting officer, member, members of CCs addresses, members contributions and % ownership)	R450.00
Comprehensive CC amendment (including change name of CC and change in principal business)	R550.00
Conversion from CC to (Pty) Ltd	R950.00
<b>Tax Service Rates</b>	
Income Tax Registrations	R300.00
PAYE/UIF/SDL Registration (SARS)	R395.00
VAT Registration	R900.00
PAYE Registration	R330.00

Tax Clearance application (tender/good standing)	R300.00
Tax Clearance application (foreign investment)	R300.00
UIF Registration with Department of Labour	R260.00
Registration for WCA at Department of Labour	R495.00
Submission of VAT201 via e-filing	R150.00
Submission of EMP201 via e-filing	R150.00
IRP 5 preparation and reconciliation (per employee)	R50.00
Submission of annual WCA return	R150.00
Submission of UI19 form at the Department of Labour	R200.00
Application for tax directives	R430.00
Tax advisory and strategy	R430.00
Import license	R1,075
Import and export license	R1,650
<b>EME BEE Services Rates</b>	
BEE Affidavit	R100.00
EME BEE Certificate ( company less than 12 month)	R499.00
EME BEE Certificate (Turnover under R5 million)	R599.00
<b>CIBD Service Rates</b>	
Online CIDB Registration	R700.00
Manual CIDB Registration	R730.00
Renewal	R650.00
<b>Government Database Registration Rates</b>	
1 Municipality database registration	R500.00
1 Provincial and Nation department database registration	R500.00
<b>COIDA Service Rates</b>	
Online COIDA Registration	R559.00
Manual COIDA Registration	R599.00
Online application for a letter of Good standing/or Renewal - Compensation Fund	R410.00
Manual application for a letter of Good standing/or Renewal - Compensation Fund	R440.00
File Return of Earnings with Compensation Fund on your behalf	R600.00

<b>Bookkeeping Rates</b>	
Collection and delivery of information	R6.00 per km
Sorting of documentation (when not filed)	R 6 5 0 p e r month
Processing of information on Pastel (incl management reports)	R 6 5 0 p e r month
Extra cost for processing larger quantities (per assessment by Principal)	R550
Debtors management (invoicing, statements & payment follow ups)	R750.00
Extra cost for processing larger quantities (per assessment by Principal)	R550.00
<b>Payroll Rates</b>	
Salary preparation, payslips and submission of Emp 201(Less than 25 employees)	R55 per employee
Salary preparation, payslips and submission of Emp 201 (More than 25 employees)	R75 per employee
<b>Annual Financial Statements, Assurance Services and Income Tax Services</b>	
Prices subject to client maintaining their own records. A correct trial balance must be provided, otherwise a surcharge may be added	
Individual basic income tax - IRP5 only (includes administration)	R330 per year
Individual income tax - with additional income sources (includes administration & provisional tax)	R 9 5 0 p e r year
Individual income tax - with commission earning (includes administration & provisional tax)	R 1 1 0 0 p e r year
Sole Proprietor annual financial statements & income tax (includes administration and provisional tax)	R 2 5 0 0 p e r year
Partnership annual financial statement & income tax (includes administration and provisional tax)	R3 0 0 0 p e r year
Close Corporation annual financial statements & income tax (includes administration and provisional)	R3 8 0 0 p e r year
Company annual financial statements & income tax (includes administration and provisional tax)	R4 8 0 0 p e r year
Additional cost for capital gains tax calculations included above	R500 per year
<b>Branding and Design</b>	
Logo Design	R350.00

Business Cards (500 Laminated Cards Single Sided)	R495.00
Business Cards (500 Not Laminated Cards Single Sided)	R450.00
Web design/development (5 pages website)	R750.00
Web design/development (more than 5 pages website)	Quote Request
<b>Business Planning and Advisory</b>	
Business Profile ( standard design)	R350.00
Business profile (graphical design)	R590.00
Business Proposal	Quote Request
Business Plan	Quote Request
Business Valuation	Quote Request
Due Diligence	Quote Request
Feasibility Studies	Quote Request
Marketing Strategies and Plans	Quote Request
<b>Other Services Rate</b>	
Available on quote request	

